



Republic of the Philippines
APO PRODUCTION UNIT, INC.
2/F PIA Building, Visayas Avenue, Brgy. VASRA, Quezon City,
Metro Manila, Philippines 1128



APO PRODUCTION UNIT, INC.
DISPOSAL COMMITTEE
BIDDING DOCUMENT 01-2021 FOR THE DISPOSAL OF ASSORTED SCRAP
PAPER TRIMMINGS 8 JANUARY 2021

INVITATION TO BID

The APO Production Unit, Inc. through its DISPOSAL COMMITTEE with authority from the memorandum issued by the Office of the Chairman and President dated January 6, 2021 to dispose approximately **63,427 Kilograms** of scrap paper trimmings and paper core through public bidding on an “As-Is-Where-Is” basis as indicated below, hereby invites interested eligible Business Firms engage in trade of paper scraps.

LOT	ITEM DESCRIPTION	ESTIMATED QUANTITY Kg weight	Minimum Bid Per Kg Weight	Total Minimum Bid per Kg Weight
Lot 1	Colored Scrap trimmings	5,806	Php 2.90/Kg	Php 16,837.40
	Assorted scrap paper trimmings	54,583	Php 4.85/Kg	Php 264,727.55
	Core	3,038	Php 1.45/Kg	Php 4,405.10
	Grand total Minimum Bid for Lot 1			Php 285,970.05

1. SCHEDULE OF PUBLIC BIDDING

Public Bidding will be on *19 January 2021 at 1:00 pm* to be held in *APO Production Unit Inc. Conference room, 2nd floor PIA bldg., Visayas Avenue, Barangay Vasra, Quezon City Philippines.*

2. The BID DOCUMENTS

To join the bidding a Bidder must pay a non-refundable **Bid Fee of One Thousand Pesos (Php 1,000.00)** to the *APO Cashiering Division*, upon payment the bidder may avail the **Bid Documents** at *APO Production Unit Inc. Purchasing Department, 2nd at Floor PIA bldg., Visayas Avenue, Barangay Vasra, Quezon City.* Contact no. **(02) 8282 5309 local 210**

Bid Forms may be obtained from *11- 18 January 2021 from 8:00am to 3:00pm* at the Purchasing Department APO Production Unit Inc.

3. INSPECTION OF SCRAP ASSORTED TRIMMINGS

Ocular inspection of Scrap Assorted paper trimmings may only be conducted from *11-18 January 2021* from *8am to 4pm* at APO designated warehouse upon the issuance of confirmed appointment for the security and safety reasons. Please contact the Disposal Committee Secretariat, *Ms. Edna Cortez* at *(02) 8282 5309 local 210* for the registration of the appointment prior the inspection.

4. PRE-BID CONFERENCE

There will be a Pre-bid Conference on *14 January 2021 at 10:00 am* at *APO conference room, 2nd floor PIA bldg., Visayas Ave., Quezon City*. For security and safety reasons all Interested Bidders are required to register from *11 – 13 January 2021* from *8:00 am to 3:00 pm* and *14 January 2021* at *8:00am to 9:00am*. All queries/clarifications relative to Bid requirements and the Bidding process and the disposal of scrap trimmings shall be addressed to the Disposal Committee during pre-bid conference. For Particulars contact *Ms. Edna Cortez* at *(02) 8282 5309 local 210*.

5. Deadline of submission of Bids will be on *19 January 2021 at 12:00 pm*. Tender Box shall be made available where bidders should place their bids, Bids submitted beyond said deadline shall not be accepted.

The Bidder shall comply with all the requirements stated in the **Instructions to Bidders**, forms, terms, and specifications in the Bid Documents. Failure to furnish all information required by the Bidding documents or to submit a Bid not substantially responsive to the Bid Documents in every respect will be at the Bidders risk and may result in the rejection of its tender.

A tender is non-complying or unacceptable when it does not comply with the prescribed legal, technical, and financial requirements for pre-qualification.

A bidder or its authorized representative who is not present during the opening of his bid will be automatically disqualified.

INSTRUCTION TO BIDDERS

- 1) The Bids shall be prepared and submitted in two (2) separate sealed envelopes, **Envelope 1** the eligibility documents and **Envelope 2** the financial documents.

All pages of the documents shall be signed by the prospective bidder or the duly authorized representative

- a) **Envelope 1** –

Shall Contain eligibility documents which must be either original or certified true copies of the requirements.

- i) **Business Registration Certificate** from Securities and Exchange Commission (SEC) in case of Corporations or from the Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives.

- ii) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located.

(In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement)

- iii) **Bureau of Internal Revenue (BIR) Certificate of Registration**, BIR Form 2303. Latest Annual Income Tax return filed with “BIR stamped received”.
- iv) Authorization document of the person as the authorized representative granting full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding.
- v) Copy of Document(s)/ valid Identification of the prospective bidder and the authorized representative bearing their signatures.

b) **Envelope 2** –

Contains the following:

- i) Copy of the Official Receipt evidencing payment of Registration Fee; and
- ii) Bid Form Price Proposal Annex A
- iii) A Bid Bond 10 percent of the Grand total minimum bid for Lot 1 amounting to **twenty-eight thousand and five hundred ninety-seven (PHP28,597.00)** pesos in the form of cash, cashier’s or manager’s check issued by a commercial bank in metro manila must be submitted and placed inside the sealed bid envelope. Bids submitted below and/or without the corresponding Bid Bond shall automatically be disqualified.

2) OPENING OF THE ENVELOPES and BID EVALUATION

The Opening of Bids will on **19 January 2021** at **1:00pm** to be held in *APO Conference Room, APO Production Unit, Inc. 2nd Floor PIA Bldg. Brgy Vasra, Visayas Ave. Quezon City* in the presence of the APO Disposal Committee Members and the Bidders, and Guest(s) as Witness. The Disposal Committee shall first examine the eligibility requirements to determine whether all required documents are present. Only bids that are determined to contain all the bid requirements of the eligibility requirements shall be considered for opening and evaluation of their financial component.

3) DISQUALIFICATION OF A BIDDER

The Bidder shall comply with the requirements stated in Instructions to Bidders, forms, terms, and specifications in the Bid Documents. Failure to furnish all information required by the Bidding documents or to submit a Bid not substantially responsive to the Bid Documents in every respect will be at the Bidders risk and may result in the rejection of its tender

A tender is non-complying or unacceptable when it does not comply with the prescribed legal, technical, and financial requirements for pre-qualification.

A bidder or its authorized representative who is not present during the opening of his bid will be automatically disqualified.

4) DETERMINATION OF THE WINNING BIDDER

The Bidder who passed the qualification with complete documents and has the highest bid wins.

5) POST QUALIFICATIONS

The Disposal committee will conduct a post qualification within three working days.

A Bidder who fails the post qualifications is automatically disqualified.

A bidder who submitted false documents or documents obtained thru fraudulent acts is immediately disqualified and forfeiture of cash bond and will be banned from participating in any Bidding of APO in the future to come.

6) NOTICE AND EXECUTION OF AWARD

The Disposal Committee shall recommend to the Head of Agency (The APO Production Unit Inc.) the award of contract to the bidder with the highest acceptable bid and pass the post qualification. The winning bidder shall be issued a Notice of Award (NOA).

7) The winning Bidder shall Pay the Bid Amount in full within three days from issuance of Notice of Award; hence, failure to Pay the Bid amount in full and signing of the contract in the prescribe period shall result to immediate cancellation of the award and forfeiture of cash bond.

SCHEDULE OF ACTIVITIES

January 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8 INVITATION TO BID POSTED IN APO WEBSITE	9 INVITATION TO BID POSTED IN APO WEBSITE
10 INVITATION TO BID POSTED IN APO WEBSITE	11 INVITATION TO BID POSTED IN APO WEBSITE (<i>Ocular inspection</i>) AVAILABILITY OF BID DOCS	12 INVITATION TO BID POSTED IN APO WEBSITE (<i>Ocular inspection</i>) AVAILABILITY OF BID DOCS	13 INVITATION TO BID POSTED IN APO WEBSITE (<i>Ocular inspection</i>) AVAILABILITY OF BID DOCS	14 INVITATION TO BID POSTED IN APO WEBSITE PRE-BID CONFERENCE 10:00AM (<i>Ocular inspection</i>) AVAILABILITY OF BID DOCS	15 INVITATION TO BID POSTED IN APO WEBSITE (<i>Ocular Inspection</i>) AVAILABILITY OF BID DOCS	16
17	18 INVITATION TO BID POSTED IN APO WEBSITE (<i>Ocular Inspection</i>) AVAILABILITY OF BID DOCS	19 DEADLINE OF SUBMISSION OF BIDS until 12pm OPENING OF BIDS at 1:00 pm	20 POST QUALIFICATION	21 POST QUALIFICATION	22 POST QUALIFICATION	23
24	25 NOTICE OF AWARD	26 IMPLEMENTATION	27	28	29	30
31						